

ANTHONY LAND BANK BYLAWS

ARTICLE 1. CREATION AND PURPOSE

Section 1. Creation.

The Governing Body of the City of Anthony established the Anthony Land Bank ("Land Bank") by Ordinance No. G-2876, pursuant to K.S.A. 12-5901 et seq. The Land Bank is an independent agency and instrumentality of the City.

Section 2. Purpose.

The purpose of the Land Bank is to eliminate blight and enhance neighborhood stability within the city limits of Anthony, Kansas by efficiently acquiring, holding, managing, transforming and conveying surplus city properties and other abandoned, tax-foreclosed, or otherwise underutilized or distressed properties into productive and beneficial property as required by K.S.A. 12-5901. The Land Bank will be a valuable tool for improving the vacant and dilapidated properties, possibly leading to much needed housing and economic development within Anthony.

ARTICLE 2. BOARD OF TRUSTEES

Section 1. Board of Trustees.

The Board of Trustees (the "Board") shall be composed of five (5) voting members appointed by the Governing Body of the City of Anthony.

Section 2. Eligibility.

Trustees must be a registered voter in Harper County, have a legal residency in the city limits of the city of Anthony or Township 3 of Harper County, be current on any property taxes for property owned by the trustee, and have not been in violation of a city code of the City of Anthony, Kansas in the previous three (3) years.

Section 3. Terms

The initial terms of office for the Board of Trustees shall staggered, one (1) for a term of one (1) year, two (2) trustees for a term of two (2) years and two (2) trustees for a term of three (3) years. All terms thereafter shall be for a term of three (3) years. No person shall serve more than two consecutive three (3) year terms.

Section 4. Vacancies.

Vacancies occurring on the Board shall be filled for the unexpired term by an appointment by the Governing Body of the City of Anthony.

Section 5. Removal from Office.

The Board may, by majority vote, request the governing body to remove a trustee when:

- (1) A trustee has been absent for more than three consecutive regularly scheduled meetings;
- (2) A trustee has conducted themselves in a manner that is determined to be detrimental to the Board or the City. Misconduct shall include, but is not limited to, non-compliance with policy, misuse of funds or equipment or conduct that is considered injurious to the Board or the City.

The governing body may remove a trustee by a majority vote.

Section 6. Election of Officers.

At the first regular meeting following annual appointments by the Governing Body, the Board shall elect a chairperson, a vice-chairperson, a secretary and a treasurer by a majority vote of trustees. The treasurer shall be bonded in such amounts as the governing body may require.

ARTICLE 3. MEETINGS

Section 1. Regular Meetings

The Board shall, by resolution, establish regular meeting time and dates to be held at City Hall 124 S Bluff Anthony, Kansas 67003. A minimum of one regular meeting shall be scheduled every quarter. All meetings shall be subject to the Kansas Open Meeting Act, K.S.A. 75-4317 et seq.

The Chairperson or designee shall prepare a notice of the regular meeting and an agenda of all matters to come before the meeting and provide notice to Trustees and City Hall no later than one (1) day preceding the next regular meeting.

Section 2. Special Meetings

Special meetings of the Board may be called by the Chair of the Board by written petition of a majority of the Trustees. The Board shall make every effort to afford as much notice as possible of a special meeting, dependent on the circumstances surrounding the purpose of the special meeting. Notice of special meetings shall be provided to City Hall at least 2 hours prior to the meeting. All meetings shall be subject to the Kansas Open Meeting Act, K.S.A. 75-4317 et seq. Locations of special meetings are to be held in places that permit the attendance of members of the public,

The notice of any special meeting shall state the purpose for which the meeting has been called. The business transacted at all special meetings shall be confined to the purpose stated on the meeting notice.

Section 3. Quorum

The presence of a majority of trustees shall constitute a quorum to conduct business. Attendance and voting may be held via telephone or electronically. Business of the Board shall be conducted by the majority vote of the trustees present once a quorum has been established. No action shall be binding unless taken at a meeting at which at least a quorum is present.

Section 4. Compensation

Trustees shall serve without compensation. Trustees may be paid for mileage or necessary expenses upon approval of the Board.

Section 5. Conflict of Interest

The members of the Board shall be subject to the provisions of the laws of the state of Kansas which relate to conflicts of interest of city officers and employees, including, but not limited to City of Anthony Code Chapter 1 Article 1 Section 1-112 and K.S.A. 75-4301 et seq., and amendments thereto.

If an agenda item is being considered which represents the appearance of a conflict of interest for any trustee, that trustee shall declare a conflict of interest and not participate in the discussion or vote on that item. Such member will be considered present for quorum purposes but absent from voting on that specific item. All decisions of the Board shall be consistent with the priorities of the Land Bank without the influence of personal or professional relationship.

ARTICLE 4. POWERS AND DUTIES

The Board shall have the powers and duties provided for in any applicable statutes, regulations of the State of Kansas, authorized by any applicable ordinance or resolution adopted by the governing body of the City of Anthony.

ARTICLE 5. OFFICERS

Section 1. Chairperson

Attend and preside at all meetings of the Board, and shall sign, execute, act and deliver for the Board any documents required or authorized to be signed by the Board.

Section 2. Vice-Chairperson

In the absence or disqualification of the Chairperson, the Vice-Chair shall perform the duties of the Chairperson and act in place of the Chairperson, with the full power and authority which the Chairperson would have were the Chairperson present. The Vice-Chair shall also perform such other duties as may be assigned by the Board.

Section 3. Secretary

The Secretary shall:

- a. Record all the proceedings of the meetings of the Land Bank in a book to be kept at Anthony City Hall;
- b. See that all notices are given in accordance with the provisions of these Bylaws or as required by law;
- c. Be custodian of the records of the Land Bank;
 - a. All official records and documents of the Anthony Land Bank shall be maintained at Anthony City Hall in a location designated specifically for the Anthony Land Bank.
- d. See that the books, reports, statements, certificates, and all other documents and records required by law are properly made, kept, and filed; and
- e. In general, perform all duties incident to the office of Secretary, and such other duties as are provided by these Bylaws and as from time to time are assigned by the Board of Trustees.
- f. In the event that the board determines that a Director fulfill these duties as part of the job description, then the appointed Secretary shall provide direct oversight of such duties.

Section 4. Treasurer

Unless otherwise designated to a member of the City staff, the Treasurer shall:

- a. have charge and custody of all funds and securities of the Land Bank;
- b. submit all money and revenues in the name of the Land Bank to the City Clerk's office to be deposited in the fund designated by the governing body for the Land Bank and make records of such receipt;
- c. submit all invoices and expenditures to the City Clerk's office for the disbursement of Land Bank funds;
- d. receive financial reports, at least monthly, from designated City Staff and reconcile financial activity;
- e. report to government agencies or governmental entities as required by ordinance, statute, or any regulation;
- f. report on the finances of the Land Bank to the Board; and
- g. perform all of the duties incident to the office of Treasurer, unless otherwise designated to City staff.

ARTICLE 6. RULES AND PROCEDURES

All meetings of the Board and its committees shall be conducted in accordance with Robert's Rules of Order - Simplified, except to the extent modified by these bylaws or procedures adopted by the Board.

ARTICLE 7. FISCAL MATTERS

Section 1. Fiscal Year

The fiscal year of the Land Bank shall correspond at all times to the fiscal year of the City (January 1 to December 31).

Section 2. Audit

The Board shall participate in the annual audit performed by the accounting firm hired by the City of Anthony for the funds of the Land Bank. The secretary and treasurer shall make available to the auditing firm all necessary records and documents in a timely fashion. The report of the audit shall be included in the annual audit report of the City.

Section 3. Budget

The Board shall prepare, adopt, and publish annually a budget for all operations, income, expenses and assets. The budget shall be submitted to, reviewed, and approved by the Governing Body. The deadline to submit the budget to the City Clerk for review by the Governing Body shall be July 1 preceding the year the budget is being submitted for.

Section 4. Contracts

The Board may authorize a Trustee or City staff to enter into any contract or execute and deliver any instrument in the name of or on behalf of the Land Bank.

Section 5. Checks, Drafts, or Orders

All checks, drafts, or other orders of payment of money, notes, or other evidence of indebtedness issued in the name of the Land Bank shall be signed in accordance with existing City policy at the time of the signing, as approved for payment by the Board.

ARTICLE 8. AMENDMENTS TO BYLAWS

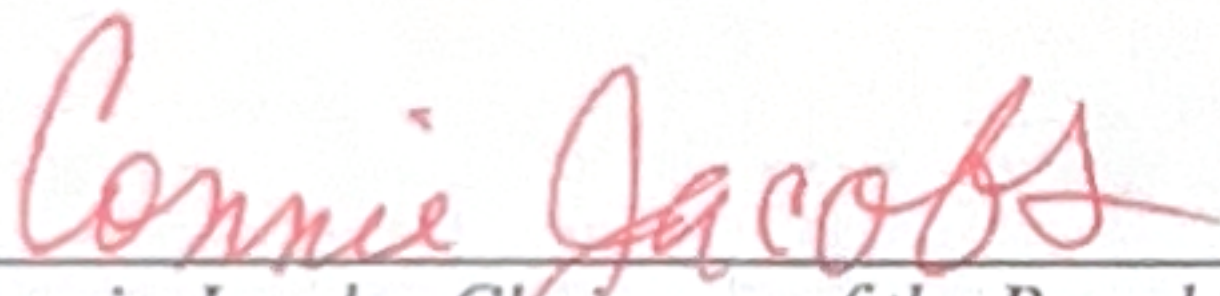
The Board may, by a majority vote, recommend amendments to these Bylaws or any provisions or sections thereof at any time when the same is not in conflict or contravention of any of the laws of the State of Kansas or ordinance of the City of Anthony. Amendments shall be approved by the Governing Body of the City of Anthony.

ARTICLE 9. INDEMNIFICATION

The Land Bank shall indemnify any person who is or previously served as a Trustee or officer of the Land Bank, or is or previously served in a capacity at the request of the Land Bank against expenses, judgments and amounts paid in settlement actually and reasonably incurred by such person in connection with such action, suit or proceedings, including attorney fees, if such person acted in good faith and in a manner such person reasonably believed to be in or not opposed to the best interests of the Land Bank.

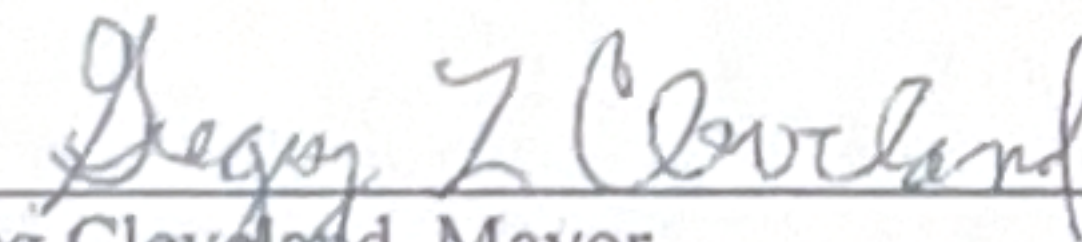
The above bylaws are hereby adopted as the Anthony Land Bank Bylaws for the Board of Trustees of the City of Anthony, Kansas.

Dated this 4th day of September 2025

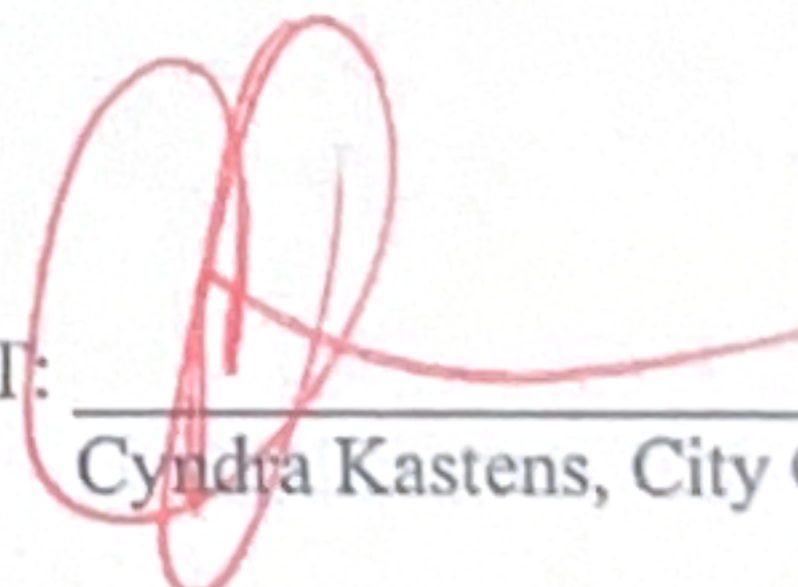


Connie Jacobs, Chairman of the Board of Trustees

Approved by the Governing Body this 16th day of September, 2025.



Greg Cleveland, Mayor

ATTEST: 

Cyndra Kastens, City Clerk